

**MUNICIPAL BOARD MEETING MINUTES HELD ON 22<sup>ND</sup> NOVEMBER 2019 AT THE GOVERNOR'S BOARDROOM**

**PRESENT MEMBERS**

1. Mr. Peter Bita Chairman
2. Mrs. Cecilia Ondima Vice Chairman
3. Mr. Jackson Mogusu Municipal Manager
4. Mr. Simeon M. Bogonko Member
5. Mr. Charles O. Nyamboga Member
6. Mr. Evans Onduko Member
7. Mr. Zablon Onchiri Member
8. Mrs Alice Moraa Obwori Member

**In Attendance**

1. Mrs. Everlyne B. Nyambane Physical Planner

**Absent with Apologies**

1. Mr. Lamech Nyariki Ag. Chief Officer  
Lands, Housing, Physical Planning and Urban development

**Agenda**

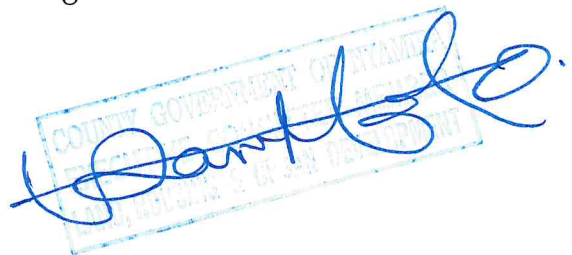
1. Review Of The Workplan
2. Project Status Report
3. Preview Of The Previous Minutes
4. Performance Assessment
5. A.O.B

**Introduction**

The meeting started at 10.30am with a word of prayer from the vice chair.

The chairman welcomed the members to their fourth meeting and invited the manager to present the day's agenda.

The chairman invited members to comment on the Agenda and contribute towards AOB and adopted the agenda.



Having shared the work plan, the members gave consent to the CPCT team to review the work plan and present a draft to the board members.

Min 02/22/11/2019 - PROJECT STATUS REPORT.

The manager presented the report on the progress of the project as prepared by the project engineer as at 31<sup>st</sup> October 2019. There was a concern that the contractor has done very little amounting to 9.99%.

The chairman sought to know who is supervising the contractor and the resident engineer.

The County Executive Committee Member responded by giving the team responsible for supervising the road. This comprises of the project implementations committee which includes members drawn from various sections.

As a board, Mr. Onduko raised concern that they have not been fully included as members of the monitoring and evaluation committee since it's a municipality project.

On that, the County Executive Committee Member clarified that the two responsible entities to be verified are the procurement team and the project implementation team. He insisted that the implementation team should be put to task over the competency of the team and the end product.

The chairman requested for a meeting with the resident engineer and the project implementation team to know the project progress and understand its challenges. Members proposed that a site meeting on the project be held on 6<sup>th</sup> December 2019.

The manager shared some of the challenges the project is experiencing and some of the complaints already registered at the office by various members.

The manager requested the county Executive Committee Member if he can seek the presence of the governor and the County commissioner to be part of the team during the planned site visit.

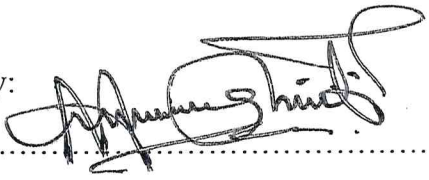


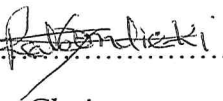
**Min 5.3 - Board Committees**

The Board Committees issue raised was pushed to after induction, but other management issues such as drawing terms of references for board committees will go on through the county attorney.

**Closing remarks**

The County Executive Committee Member thanked the members for having gathered and holding the meeting within the stipulated time. He also informed members that they should embrace the technical team and work with them and encourage them to work with municipality. The members wished him their blessing as he awaits results for the next appointment his term having been expired. The chairman thanked the members for coming and asked them to keep time on the next meeting and also reminded the manager to make communications for the site meeting slotted for 6<sup>th</sup> December early enough.

Prepared by:  
Signature:  Date: 23/1/2020  
Secretary

Signature:  Date: 23/1/20  
Chairman

